





# Learning Courses Guide

## TMP Portal

<b>Purpose</b>	Use this guide as a Trainee to provide instructions on how to access and review your required Learning Courses using the Training Management Platform.
<b>Intended Audience</b>	All Trainees
<b>Context</b>	This guide is designed to help the Trainees manage and complete functions related to Learning Courses.

### How to use this document:

The document is structured into 3 sections, representing 3 key Learning Courses Guide for Trainees learning outcomes.

To open the navigation pane in Adobe Acrobat, navigate to the left side of your screen and click on the 'arrow' icon  and then the 'bookmark' icon .



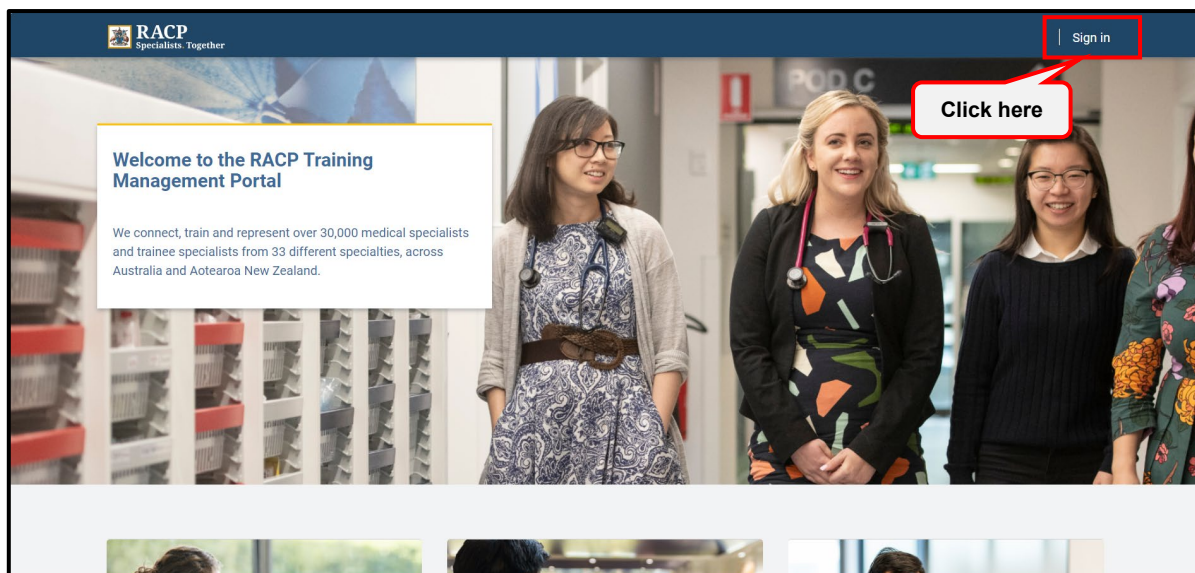
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## Section 1: Login to the Portal

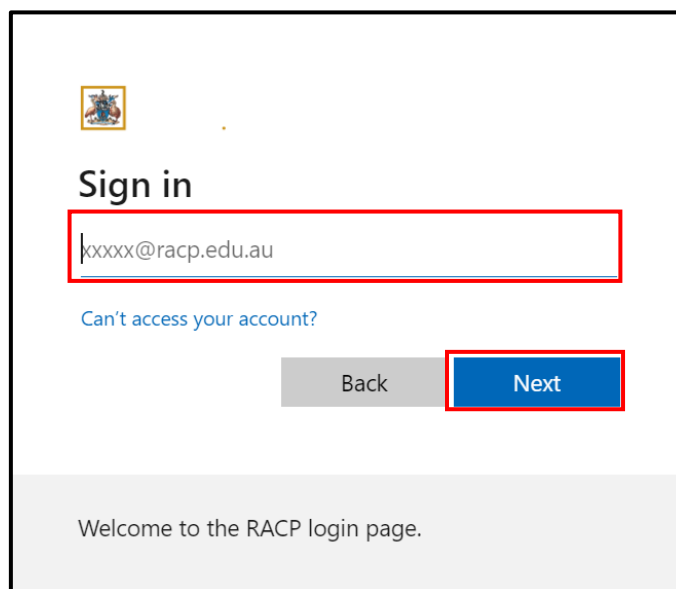
**Context:** Use these instructions to log into the Training Management Platform (TMP) Portal as a Trainee.

1. Navigate to the TMP Portal and click on **Sign in** located on the top right corner of the screen. Refer to **Figure 1**.



*Figure 1*

2. Enter your RACP User ID and click on **Next**. Refer to **Figure 2**.



*Figure 2*



3. Enter your password and click **sign in**. Refer to **Figure 3**.

← testuser1@racp.edu.au

### Enter password

[Forgot my password](#)

**Sign in**

Welcome to the RACP login page.

*Figure 3*



## Section 2: Learning Courses

### Section 2.1: View and access your Learning Course

**Context:** Use these instructions as a trainee to view and access your Learning course requirements in the Training Management Platform (TMP) Portal. Your Learning courses can be viewed in My Training page via multiple ways as covered in subsequent steps.

The learning courses required for RACP training programs will differ between training programs. Some courses are hosted on the RACP eLearning platform and other courses you may be required to complete are provided by an external organisation.

**RACP eLearning courses:** The learning courses are housed on the RACP eLearning platform. From TMP, you will be prompted to navigate to the eLearning portal to complete the required course. Once you have completed the learning course on the elearning platform, completion will be automatically logged in TMP as meeting the training program requirement.

### Navigation Via your Training program under Training Programs section

1. Navigate to **Landing page > My Training** in the Navigation menu > **My Training** page. Refer to **Figure 91**.
2. Click on your Training Program to open it (under **Training Programs** section). Refer to **Figure 4**.

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Paediatric Health)			Applicant	▼
Basic Training AU (Adult Medicine)			Applicant	▼
Nephrology (Adult Medicine)			Trainee (Current)	▼

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▼

*Figure 4*

3. Navigate to the **Assessment Requirements tab > Program Requirements** section, which shows your Assessment requirements, and click on the assessment requirement that shows 'Learning Course' under the **Assessment Tool** column in the grid. Refer to **Figure 5**.



### Program Requirements

☰ My Open Assessments ▾

Assessment Name	Assessment Tool	Completed Qty	Required Qty	Completion Required	Complete By Phase	Complete By Phase Period	Actions
Nephrology (AM) 2025 Learning Course -			1	Optional	Nephrology (AM) 2025 - 3 - Transition to Fellowship	End of Phase	▾
Nephrology (AM) 2025 Learning Course -	Learning Course		1	Optional	Nephrology (AM) 2025 - 1 - Specialty Foundation	End of Phase	▾
Nephrology (AM) 2025 Learning Course -	Learning Course		1	Optional	Nephrology (AM) 2025 - 1 - Specialty Foundation	End of Phase	▾
Nephrology (AM) 2025 Learning Course -	Learning Course		1	Optional	Nephrology (AM) 2025 - 1 - Specialty Foundation	End of Phase	▾

Figure 5

4. On the **Assessment Requirement – Details** page, you can view the **Learning Course** details. Refer to **Figure 6**.

RACP Specialists. Together

Applications | My Training | My Assigned Actions | Julian Charles ▾

Home / My Training / Nephrology (AM) 2025 / Assessment Requirement - Details

## Assessment Requirement - Details

✕ Exit

### Course Details

**Course Name**  
RACP Communication Skills

**Course Description**  
You can complete this by logging into RACP Online Learning.  
The Communication Skills online resource is a self-directed resource covering communication skills and frameworks to help you work through everyday conversations you will have as a physician.  
Estimated completion time: 2.5 hrs

**Evidence Required**  
Courses completed in RACP Online Learning will automatically update as a complete requirement in TMP.

Figure 6

### Navigation Via My Training via Assessment Requirements Due Next

1. Navigate to **Landing page** > **My Training** in the Navigation menu > **My Training** page. Refer to **Figure 7**.



Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Paediatrics & Child Health)			Applicant	▼
Basic Training AU (Adult Medicine)			Applicant	▼
Nephrology (Adult Medicine)			Trainee (Current)	▼

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▼

*Figure 7*

2. Scroll down to **Assessment Requirements Due Next** section, which shows all your Assessment tools due. For the Learning Course you want to open, click on downward arrow under **Actions** and select **View details**. Refer to **Figure 8**.

Assessment Tool	Training Program ↓	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▼
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	▼
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	View Details
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	▼
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	▼
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	▼
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	▼

*Figure 8*

3. On the **Assessment Requirements Details** page, you will be able to view the details regarding your **Learning Course**. Refer to **Figure 9**.



Home / My Training / **Assessment Requirement Details**

## Assessment Requirement Details ✕ Exit

### Course Details

**Cohort Assessment Requirement**

Nephrology (AM) 2025 - Learning Course

**Course Name**

RACP Communication Skills

**Course Description**

You can complete this by logging into RACP Online Learning.  
The Communication Skills online resource is a self-directed resource covering communication skills and frameworks to help you work through everyday conversations you will have as a physician.  
Estimated completion time: 2.5 hrs

**Evidence Required**

Courses completed in RACP Online Learning will automatically update as a complete requirement in TMP.

**Figure 9**

- To access your course, scroll down to the **Course URL** field and click on the hyperlink. This will navigate you to another tab, external to the TMP Portal where you will undergo your course. Refer to **Figure 10**.

**Assessment Category**

Optional

**Course URL**

<https://elearning.racp.edu.au/enrol/index.php?id=38> **Click here**

**Assessment Required Qty**

1

**Assessment Due By**

End of Quarter 3 - 1 - Specialty Foundation

**Comments**

—

**Course Completion Details**

**Figure 10**





## Section 2.2: Submit evidence you have completed a required training course

**Context:** Use these instructions as a trainee to submit additional information for Learning Course. Some training programs require trainees to complete a learning course that is provided by an external organisation, for example an Advanced Life Support (ALS) course. If your training program requires you to complete a specific learning course, you will be required to upload evidence that you have completed the learning course in order to show you have completed the program requirement.

1. Follow the instructions in **Section 2.1** to access your Learning Course.
2. Scroll down to the **Evidence File** section and click on **Add files** button to upload your documentation. Refer to **Figure 11**.



**Note:** Once you click on **Add files**, click **Choose files** to browse and select the documents to be uploaded and click **Add files**.

To delete or replace a file you have uploaded, select **'Overwrite existing files'** and ensuring the filename of the new document is exactly the same as the previously uploaded file. If the filename is not exactly the same, it will not overwrite the existing file and instead add it as a second file (with no way to remove the first one).

There are certain file types that aren't supported: `ade`, `adp`, `ani`, `bas`, `bat`, `chm`, `cmd`, `com`, `cpl`, `crt`, `hlp`, `ht`, `hta`, `inf`, `ins`, `isp`, `job`, `js`, `jse`, `lnk`, `mda`, `mdb`, `mde`, `mdz`, `msc`, `msi`, `msp`, `mst`, `pcd`, `reg`, `scr`, `sct`, `shs`, `url`, `vb`, `vbe`, `vbs`, `wsc`, `wsf`, `wsh`, `exe`, `php`, `htaccess.ini`, `cab`, and `pif` files.

3. Once the documents are uploaded, click **Submit**. Refer to **Figure 11**.

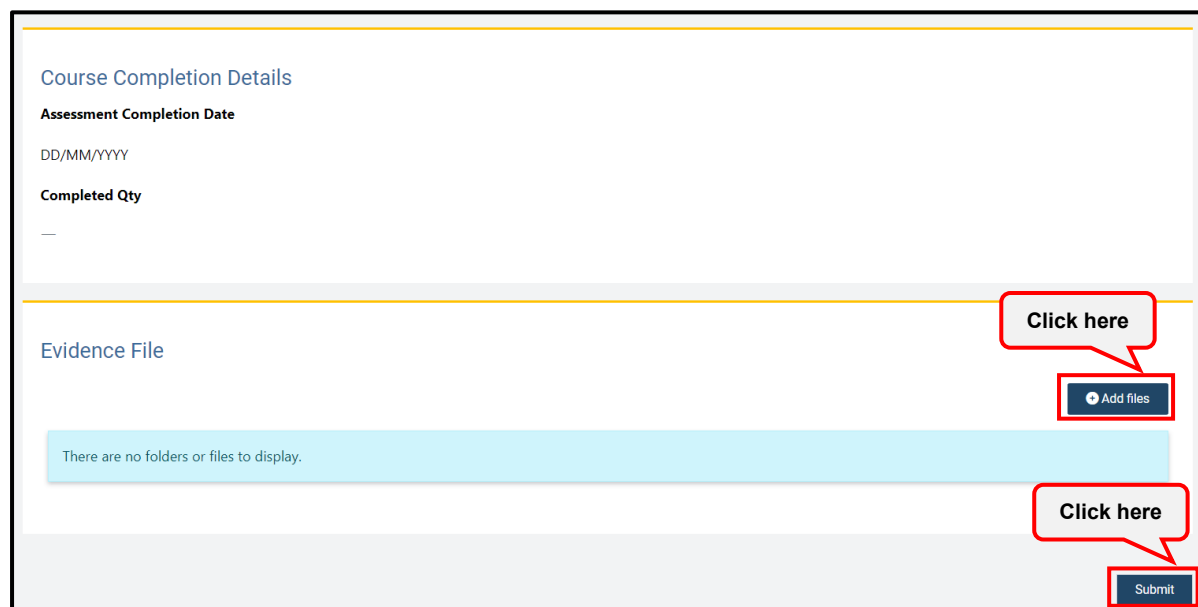


Figure 11



## Section 3: Summary of Outcomes

The Learning Teaching & Assessment Tool Guide for Trainees is now complete. You now have instructions to:

- Login to the Training Management Platform (TMP) Portal as a Trainee
- View and access your Learning Course
- Submit additional information for your Learning Course